

**MINUTES**  
**HOUSING AND COMMUNITY DEVELOPMENT COMMISSION (HCDC)**  
**Meeting – February 8, 2012**  
**Fresno City Hall, Room 2165-A (2<sup>nd</sup> Floor)**  
**2600 Fresno Street**  
**Fresno, California 93721**

**A. CALL TO ORDER**

With a quorum being present, the meeting was called to order by Chair Cox at 5:10 p.m.

**Commissioners**

Present: Rogenia Cox, CHAIRPERSON  
Bob Farrar, Commissioner  
Barbara Fiske, Commissioner  
Daniel Payne, Commissioner  
Stephanie Roberts, Commissioner

Absent: Judge Armando Rodriguez, VICE-CHAIR  
Drew Wilson, Commissioner

**Staff**

Present: Claudia Cázares, Manager  
Housing and Community Development  
Bonnie Christian, Recording Secretary

Absent: Craig Scharton, Assistant Director  
Development and Resource Management  
Department

**B. COMMUNICATIONS**

1. Ms. Claudia Cázares, Manager of Housing and Community Development, stated Item D-1, that was to be presented by Crystal Smith, with the Redevelopment Agency, has been removed from the Agenda.
2. Ms. Cázares stated the minutes from the HCDC meeting on January 25, 2012 are not ready for approval and will be submitted at the HCDC meeting on February 22, 2012.

**C. APPROVAL OF MINUTES**

There were no minutes submitted for approval.

**D. GENERAL ADMINISTRATION**

2. RECOMMEND APPROVAL OF AWARDED A CONSTRUCTION CONTRACT TO KC CONSTRUCTION IN THE AMOUNT OF \$51,005.00 FOR THE REHABILITATION OF THE CITY-OWNED SINGLE-FAMILY HOME LOCATED AT 386 N. PARK AVENUE, AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE REHABILITATION AGREEMENT AND DOCUMENTS REQUIRED TO SELL THE PROPERTY TO AN ELIGIBLE HOUSEHOLD. *(Presented by Claudia Cázares, Housing and Community Development Division)*

Ms. Cázares stated the Commission has already seen this project before, when the City first purchased the property at 386 N. Park Avenue. The Commission authorized the City Manager to purchase the property and sign all required documents. It was the first project they pursued where the Housing Division did everything from the beginning to the end, including the sale of the property to an eligible low-income homebuyer. The Housing Division neglected to request authorization for the City Manager to sign the rehabilitation contract and the re-sale agreement when the property is sold. The Housing Division must now come back to HCDC, and then City Council, to request that authorization. KC Construction was selected through a bidding process, they were the low bidder. Staff prepared the scope of work, which is very similar to the scope of work that is done with all of the other stabilization programs, owner-occupied housing rehab programs, etc. After they have the contract signed and the rehabilitation work is completed, they will work with the Local Realtor Association to do an RFP, to select a realtor to market the property and sell it. The City will do the qualification of the homebuyer.

Ms. Cázares introduced Mr. John Giannetta, Sr. Community Revitalization Specialist with the Housing Division. He is overseeing this project's rehabilitation and will also be involved with the re-sale.

Commissioner Farrar asked if the contractor has been vetted. Ms. Cázares answered yes, all of the Housing Division's contractors on the rehab list go through all of the insurance requirements of the City. The contractors have to have the experience and capacity. Chair Cox said Item D-2 states an additional \$5,150 is to be set aside, and asked if the project totals \$56,150. Ms. Cázares replied the contract itself is written for \$51,000, then ten percent contingency can be added through a change order, if needed; if not, they don't touch it. Commissioner Farrar asked what happens if the project is finished and it hasn't been used. Ms. Cázares answered it goes back into the rehabilitation pot to use on other homes. Commissioner Fiske asked if Ms. Cázares knows approximately how much the house will sell for. Ms. Cázares said similar homes in the Lowell area that are not getting a complete re-do are selling for \$80,000 to \$85,000. The homes completely re-done are being marketed for approximately \$100,000. Commissioner Farrar asked what the purchase price was. Ms. Cázares stated about \$69,000. Commissioner Farrar stated there is a little loss, and Ms. Cázares agreed there is somewhat of a loss. She added most of the properties in the southern part of the City, when they're purchased and rehabilitated, the Housing Division does not expect to get all of that money back.

Ms. Christina Hathaway, with Central California Legal Services, asked who an eligible household is, if it is based on income, family size, or what. Ms. Cázares answered the eligible household is primarily based on income, based on their household size. So a family of four, the maximum they can earn is 80% of the area median income. Apart from that, they must also qualify for a first lien from a bank. So the Housing Division is not going to be the primary note holder, they'd have to go through another bank to get their loan, and the City would be the silent second, if needed. If the property sold for \$80,000, and the family qualified for \$80,000 from the bank, a silent second would not be needed. Commissioner Roberts asked if it was a realtor or owner purchase of the home for \$69,000. Ms. Cázares replied it was an owner. Commissioner Roberts asked if it was listed at \$69,000, and Ms. Cázares said yes, there was an appraisal done and it appraised at that amount, and that's what the Housing Division paid for it.

MOTION: Commissioner Payne made a motion to approve Item D-2

SECONDED: Commissioner Farrar

AYES: Chair Cox, Commissioners Farrar, Fiske, Payne, and Roberts

NOES: None

ABSTAIN: None

#### **E. INFORMATIONAL REPORTS**

None

#### **F. COMMISSIONERS' ITEMS**

1. Commissioner Payne said he has an old parking card that was issued to him years ago by the City, when he was on the Commission, for parking, and asked if it is still usable. Ms. Cázares stated a couple of years ago the City gave out cards, like credit cards, but they're not using those now. Chair Cox asked if the money would still be there. Ms. Cázares said she does not believe it is good, but he might try it before discarding it.

#### **G. UNSCHEDULED ORAL COMMUNICATIONS**

None

#### **H. ADJOURNMENT**

There being no further business to bring before the Housing and Community Development Commission, the meeting adjourned at 5:20 p.m.

Next Regularly Scheduled Commission Meeting: February 22, 2012

Attest: Rogenia Cox, Chairperson



Attest: Claudia Cázares, Manager  
Housing and Community Development